

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 17, 2017
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Marguerite Barone, Dennis Flavin, Diane Longo, Carol Paulsen, Robert Winowitch, Neely McCahey, Alicja Feitzinger and Sandra Bartalis.

The meeting was called to order at 7:00 p.m.

The meeting began with the salute to the flag.

Public Participation: None

The Board accepted the passed Budget Vote and Trustee Election results. (Paulsen, Winowitch; unanimous) The Board congratulated Dennis Flavin on his re-election as Library Trustee. The vote results were 294 to 71.

Minutes

The minutes of the Sachem Public Library Annual Budget Hearing on March 22, 2017 were approved. (Flavin, Longo; unanimous)

The minutes of the Regular Board meeting of March 20, 2017 were approved. (Longo, Paulsen; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March 2017 in the amount of \$475,547.39 was approved. (Winowitch, Flavin; unanimous)

Warrant #30 dated March 9, 2017 in the amount of \$19,860.33 was approved. (Paulsen, Longo; unanimous)

Warrant #31 dated March 23, 2017 in the amount of \$122,691.17 was approved. (Flavin, Longo; unanimous)

The Payroll Summary Report for March 2017 was approved. (Flavin, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for March 2017 in the amount of \$6,207,092.53 was approved. (Longo, Winowitch; unanimous)

Schedule of Bills

Trustee, Carol Paulsen, reviewed the April 17, 2017 Schedule of Bills before being presented to the Board for their approval.

The April 17, 2017 Schedule of Bills, Warrant #32, in the amount of \$138,837.09 was approved. (Flavin, Paulsen; unanimous)

Administrator's Reports

The Board reviewed each of the Administrator's Reports with interest.

To her report Ms. McCahey added the following:

Ms. McCahey stated Sachem Public Library will be participating in a Countywide Day of Services on October 14, 2017. This is in coordination with the Youth Services Advisory Committee and SCLS. NYLA's Sustainability Initiative has asked Sachem Public Library to utilize the new engraving machine for creating gifts. Sachem Public Library will be given recognition in all correspondence. Ms. McCahey stated that Dr. Kenneth Graham, Superintendent of Sachem Central School District congratulated, the library on the passed budget vote. The Outreach team will be demonstrating the Studio equipment at both high schools within the next two weeks. Ms. McCahey stated the Full-time Clerical Contract will begin negotiations.

Mrs. Feitzinger reported on RFID technology. Mrs. Feitzinger stated that RFID was installed in the Sachem Public Library in 2011. She noted that the initial cost in 2011 was \$231,835.00. The 2017/2018 budget allocation totals \$32,500. The RFID ensures a high quality patron experience at the self-checkout stations and at the circulation desk. She stated the technology is not being used to the fullest capabilities but a representative from the company will be visiting and demonstrating a quicker process in the book drop returns and conducting bookshelf inventory audits. Mrs. Feitzinger stated that Staff Appreciation Day will be on April 24, 2017.

Department Reports

The Board reviewed the department statistics with interest. The Board noted the increase in Wi-Fi usage. Ms. McCahey stated the library will be switching Wi-Fi companies. The new company will be able to increase the Wi-Fi capabilities into the garden.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System reported to the Board that the Legislative Breakfast will be on September 15, 2017. The PLDA Golf Fundraiser and Outing will be on September 28, 2017. Mrs. Barone stated that Robert Freeman will be presenting information on meeting laws and FOILs. SCLS's lending library has a trailer for use for \$150 per day which includes a driver and a spotter. Mrs. Barone notified the group that PSEG has a rebate program for boiler projects. She also stated that the SCLS has completed their 2016 audit and everything went well. SCLS has updated their fire alarms and carbon monoxide detectors.

Conference Reports

The Board reviewed with interest the conference reports for the South by Southwest, Computers in Libraries Conference and Innovative Users Group Conference.

Old Business

Nothing to report

New Business

The Disposal of Equipment was approved. (Flavin, Winowitch; unanimous)

The Personnel Report was approved. (Longo, Flavin; unanimous)

On the director's recommendation the Board approved amnesty on children's library cards for the time period of May 1-7, 2017 to coincide with Children's Book Week. All fines will be waived on the items checked out on the J (Juvenile) Library Cards. (Longo, Winowitch; unanimous)

The Board approved the following *other* business:

1. On the director's recommendation the Board accepted the use of a Square Reader. A Square Reader is used to accept credit card payments by connecting to a mobile device's audio jack. Card numbers, magnetic stripe data, or security codes are not stored on Square client devices. The library will use the Square Readers for programs like author events and etc. (Longo, Flavin; unanimous)
2. The Board discussed the recent Newsday article about the possible opening of a fifth Smithtown Library branch in St. James.

Ms. McCahey reminded the trustees that the Long Island Library Conference will be held on Thursday, May 4, 2017 in Melville, New York.

The next Board Meeting will be held on Monday, May 15, 2017 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Dennis Flavin